

American Miniature Horse youth Association

Leadership Manual

For more information, contact:
AMHA Youth/Amateur Coordinator
5601 S. Interstate 35W
Alvarado, TX 76009
817-783-5600 ext. 308
817-783-6403 fax
youth@amha.org

Congratulations on your decision to take a leadership role in the American Miniature Horse youth Association! The next few years will be the stepping-stones to building a strong and successful youth program. As an AMHyA officer, you will be able to leave your print on this new, flourishing organization. No matter what position you undertake you will be representing AMHyA as well as AMHA. Please read this entire guide before taking the final steps of officer elections.

First ask yourself these questions:

Am I/Will I be at least 13-years-old on January 1 of my term?

Will I remain eligible for youth membership (18 years of age or younger) on January 1 of my term?

Do I believe in the mission of AMHyA?

Do I have the personality to help others with diverse horse backgrounds find their place in AMHyA?

Do I behave in a courteous and respectful manner and refrain from actions that might bring discredit upon AMHyA?

Will I do my part to carry out the AMHyA Executive Committee and the AMHA Board of Directors plan of work for the next year?

As a Youth Representative, will I be able to attend a majority of my club's business meetings?

As a member of the AMHyA Executive Member, will I be able to attend the AMHA World Championship as well as participate in conference calls when needed?

Campaigning at the AMHA World Championship Show

- Campaigning may begin: September 1
- Posters not exceeding 11" x 17" may be hung in the ***barn area only***. Please remember that for every poster you are hanging, you will be responsible for removing it before the show is completed. Posters may not be hung outside the defined area or at the hotels.
- Window paint is allowed for decorating your own vehicles and trailers. Please remember to get permission from your parents before using this tactic.
- Pens, fans, buttons, etc. may be distributed to youth on the grounds. Do not use materials that could be used as noisemakers or to deface property.

Campaigning Advice

As a campaigning youth, it is important to respect the host facilities and adjoining property. Doing otherwise will only discredit your campaign.

The quality of a campaign is more essential than the quantity of give-aways. Try to keep in mind that your personal contact with the membership is much more important than material offerings.

The AMHA World Championship Show

As a Youth Member running for office, you will be required to attend the Welcome Reception. Each Youth Member campaigning for an Executive Committee position will be given three (3) minutes to introduce themselves and explain their goals for the upcoming year during the evening.

The Election Process

At the World Championship Show, the youth members in attendance will meet to elect the Executive Committee. This committee consists of president, vice president, secretary, treasurer, western region vice president, central region vice president, eastern region vice president and Canadian region vice president. To be elected to one of these positions, the youth must be attending the World Championship Show. Voting will occur by ballot during the AMHyA World Show on the last day of youth competition. The candidate with the majority of votes will be declared a winner. Winners will be announced during the World Show along with being posted online and in the December/January *Miniature Horse World*. If for some reason a position is left empty, or no one runs for it, the second place winner of a group with multiple candidates can fill the position. If the position is not filled, then the Youth Executive Committee can appoint a willing volunteer at a later date with the adult Youth Committees' agreement.

Duties of AMHyA Officers

The Organizational Policies of the American Miniature Horse youth Association provides for the election of an Executive Committee and Board of Representatives (Regional Vice Presidents) to manage the business and property of AMHyA. It also provides that AMHyA will be a division of the parent organization, American Miniature Horse Association. Therefore, its activities are overseen by AMHA and AMHA Youth Committee. No youth member may hold the same youth position for more than 2 years.

The following is an explanation of each office as found in the AMHyA Organizational Policies:

President

The president shall be the chief executive officer of the association and shall have general supervision of the affairs of the association, and shall preside at all meetings of the Members and the Board of Representatives. The president shall appoint all committees of the association subject to the approval of the AMHA & AMHyA Executive Committee. The president shall submit to the Members annually at their meeting a report of the status of the association and its activities during the preceding year. The president shall have such other and further duties and authority as may be prescribed elsewhere in this constitution or from time to time by the Youth Board of Representatives.

Vice President

The vice president shall, in the absence, disability or inability to act of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as the president or Board of Representatives shall from time to time prescribe. The vice president will also serve as the AMHA Board of Directors representative, reporting on the activities and membership status of the AMHyA.

Secretary

The secretary shall attend all meetings of the Members and of the Youth Board of Representatives, and shall record or cause to be recorded all votes taken and the minutes of all proceedings in a minute book of AMHyA to be kept for that purpose. He or she shall perform like duties for the committees when requested to do so. The secretary shall have the principal responsibility to give or cause to be given notice of all meetings of the Youth Board of Representatives and the members, but this shall not lessen the authority of others to give such notice as provided in the constitution. The secretary shall maintain communication between the Executive Committee and the AMHA Youth/Amateur Coordinator and shall have the responsibility of reporting on the activities of AMHyA.

Treasurer

The treasurer shall have the responsibility of examining the financial need of specific projects and needs of AMHyA, and reporting those costs to the Board of Delegates. He or she shall be made aware of the continuing status of membership growth and corresponding payment of dues.

Regional Vice Presidents

The western region vice president, central region vice president, eastern region vice president and Canadian region vice president shall work to enhance communication and serve as liaison between the AMHyA membership of the particular region and the AMHyA Executive Committee. The candidate for AMHyA regional Vice President must be a Youth member from one of their affiliates; actually reside within the region.

Officer Conduct Policies

As a member of the Executive Committee or Board of Representatives of the American Miniature Horse youth Association, the first and foremost objective is for you to be a reflection of what AMHyA advocates. As the Association is in its formative years, the expectations of each office should be clear now and in years to come. Please keep in mind the objectives and purposes as stated in the AMHyA Organizational Policies.

Section 1 Part B: The objectives and purposes of the American Miniature Horse Youth Association, hereafter referred to as AMHyA, shall be as follows:

- i. To improve and promote the American Miniature Horse breed*
- ii. To improve and develop the capabilities of youth, both individually and through group participation, in the breeding, raising and exhibition of American Miniature Horses.*
- iii. To develop and improve scholarship, leadership and community interest and participation of young horsepersons.*
- iv. To encourage high moral character, sportsmanship and clean living among all its Members.*
- v. To acquaint youth Members with the parent organization, AMHA, its structure and functions.*

As an officer, you are charged with upholding every section of the by-laws to the best of your ability. Therefore, it must be understood that at no time will you partake in the consumption of alcohol or

any other controlled substance while you are representing AMHyA. Upon discovery or should it be reported to the Youth/Amateur Coordinator that you were involved in such activities or any other activity deemed inappropriate, you will face disciplinary action deemed necessary by the AMHA Executive Committee or the AMHA Youth Committee.

Attire and Appearances for Meetings

Attire while serving as an officer must be appropriate to the event. Remember, you are an image of AMHyA. Suits and ties are recommended for male officers when attending conventions, banquets and presenting awards. Dresses or slacks are recommended for the female officers. Always use good judgment when dressing for other occasions.

Thanks for taking the time to read this manual.

The opportunities available with AMHyA are endless. Representing the Association at any level will leave an impact on you and allow you to leave an impact on the Association!

AMHyA Youth Representative Profile Information

Name _____ Age _____ Birthdate _____

Address _____ City, State _____ Zip _____

E-Mail Address _____ Phone _____

School Attending _____

Region Number _____ AMHA Affiliated Club _____

Affiliate office you currently hold _____

Affiliate offices you have held _____

Affiliate committees in which you are/have been active _____

Offices/Committees with other organizations past and present

Three most important contributions you have made to AMHA and/or Miniature Horses

Three most important contributions you have made to your community

Awards and honors (please do not include local show placing)

Do you plan to campaign for a position on the Executive Committee? _____
If so, which office and why?

Please send:

- 1. This profile form**
- 2. A 3" x 5" head shot to be used for publicity. The photo will not be returned. If you do not wish to include a photograph, only your name and bio will be used.**
- 3. Permission slip signed by parent or guardian.**

Return to:
AMHA Youth Department
5601 S Interstate 35W
Alvarado, TX 76009

Permission Slip

I, _____, have read the AMHyA Leadership Manual and will allow my son/daughter _____ to accept the appointment as Youth Representative for the _____ affiliate of the American Miniature Horse. I understand the time and effort they will need to give to the position. I do/do not (please circle one) wish for him/her to run for a position on the Executive Committee.

Parent Signature _____ Date _____